

Steps to Implementing the MHC GED Integrated Online Solution



Indiana Department of Education
Division of Adult Education

State Department of Education

- Determines needs and number of programs to serve
- Purchases virtual seats and signs contract

State GED Online Administrator

- Sets up institutional administrators
- Allocates virtual seats
- Monitors statewide usage of online program
- Communicates with programs concerning availability of additional seats or possible loss of seats due to low usage

Institutional (Program) Administrator

- Defines school profile
- Sets up teachers
- Allocates virtual seats to teachers
- Distributes program CDs and GED books to teachers
- Posts notices

Online Instructor

- Sets up class (es)
- Allocates virtual seats to teachers
- Assesses students, signs contracts
- Adds students and assigns classes
- Monitors student progress
- Sends messages to students
- Prints student progress reports
- Posts notices
- Terminates and/or reassigns seats as necessary
- Reports active logon hours to designated personnel

Student

- Completes assessment and orientation
- Signs contract
- Installs program and studies online
- Sends messages to teacher as needed
- Meets with the teacher periodically to assess progress
- Comes to local adult education program when required